



## TA VENDOR RESEARCH PROCESS

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### INTRODUCTION AND PURPOSE

Frequently agencies make requests for information concerning technology and related vendors that they wish to consider for possible product use. There is a need to assess the viability of new vendors for possible use by State agencies. The purpose of this process is to provide an objective perspective on new vendors that wish to do business with the State, and may have new and innovative products and services requested by agencies.

### REPORT AUDIENCE

- Sponsor—Business requirements sponsor requesting the review.
- Operations—Provides an assessment of the potential for adoption.
- Technical Architecture—Potential as new technology and existing integration.

### PROCESS

Information for the Vendor Research Summary Report is gathered based upon:

- available public information concerning the vendor;
- vendor product collateral and white papers;
- competitive information from vendor research resources;
- interviews with vendor representatives; and,
- interviews with agency and DTS personnel requesting information concerning the vendor.

A vendor research report may be requested by DTS IT Directors and DTS Executive management, including Technical Architecture (TA) Program personnel, as well as purchasing and contract staff.

## DELIVERABLES

The principle deliverable of this process is the Vendor Research Summary Report. The report generally addresses each of the following information components:

- Business history, ownership, and overall market stability assessment.
- Financial assessment based on available public information.
- Description of key products and unique selling propositions.
- Principle competitive products that are already available under existing State contracts.
- Vendor product integration with existing State infrastructure and architecture.
- Operational impact on existing technology infrastructure.
- Business process impact with existing State agency business processes.
- Overall suitability of company products for agency use.
- Procurement process issues for doing business with the vendor.